

### District to District Transfer in SameGoal

SameGoal offers district – to – district transfer of documents for program customers. In order to use this feature, both the sending and receiving districts must agree to this relationship and the signed forms from both districts must be received by SameGoal.

The district-to-district transfer of documents process is as follows:

- 1) District requesting an IEP, SP or ETR be transferred to them (Receiving District) first adds the student to SameGoal in their district. If the receiving district integrates SameGoal with their student information system (SIS), this usually happens automatically one day after the student has been entered in the SIS.
- 2) Receiving District communicates the following information to the district it requires the document from (Sending District): (a) Student Name; (b) Documents to be sent; (c) Building and teacher (in the Receiving District) that the document should be transferred to; (d) Student Id (in the Receiving District)
- 3) Sending District Administrator logs into SameGoal and transfers the document via the DTD transfer procedure.
- 4) Receiving District Administrator logs into SameGoal to ensure documents were transferred successfully.

To establish a relationship to transfer documents, please complete the form below and email to [help@samegoal.com](mailto:help@samegoal.com) or fax to: SameGoal, Attn: DTD Transfers; Fax: (800) 710-3849. If you have any question, please contact the Helpdesk Monday – Friday, 8- 5pm EST via phone: (888) 726-3462 or email: [help@samegoal.com](mailto:help@samegoal.com).

#### District – To – District Transferring Relationship Request

Please establish the following relationship between my district/organization and

\_\_\_\_\_ to (check all that apply):  
(district or organization)

\_\_\_\_ transfer documents from this district TO my district  
\_\_\_\_ transfer documents to this district FROM my district

As district SameGoal administrator, I accept responsibility for all data transferred from my district. I understand that improper use of this feature would potentially allow unintended access to confidential student information.

\_\_\_\_\_  
District

\_\_\_\_\_  
SameGoal Administrator (Print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Internal to SameGoal

Date form received: \_\_\_\_\_ Date form received from partner district: \_\_\_\_\_

Date transfer relationship enabled: \_\_\_\_\_

Date transfer relationship terminated: \_\_\_\_\_ (as applies)